



**National Institute of Food Technology Entrepreneurship and Management**  
**An Institute of National Importance, Ministry of Food Processing Industries,**  
**Government of India, Plot No. 97, Sector 56, HSIIDC Industrial Estate, Kundli, District**  
**- Sonapat, Haryana - 131028**

Date: 21/09/2026

**Recruitment for the Position of Young Professional**

Applications are invited for the following position on purely contractual basis:

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| <b>Position</b>                | <b>Young Professional – Admin (01)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Essential qualification</b> | Any Graduate preferably with an MBA (Regular) or Post-Graduation & in any discipline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>              | Minimum 01 year of Professional experience in General Administration & establishment related work in Central Govt./State Govt./ Autonomous bodies/PSUs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Age</b>                     | Maximum 32 years (relaxation for women/SC/ST/OBC/differently abled will be as per the govt. of India Rules).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Stipend</b>                 | Rs. 42,000/- (Consolidated).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Posting at</b>              | NIFTEM-Kundli                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Role</b>                | <ul style="list-style-type: none"><li>• To assist in the implementation and monitoring of administrative instructions, rules, procedures, and office orders.</li><li>• To provide administrative support in meetings, including preparation of relevant documents and compilation of information, wherever required.</li><li>• To draft, process, and handle official correspondence, letters, notices, office orders, and communications.</li><li>• To assist in the preparation and processing of office notes, proposals, statements, reports, and other administrative documents.</li><li>• To deal with establishment and personnel-related matters.</li><li>• To handle official correspondence and related administrative work.</li><li>• To assist in general administrative matters of the Department.</li><li>• To maintain and process files/records/service books and related documentation.</li><li>• To undertake work through the e-Office system and perform other duties assigned from time to time.</li></ul> |

**General Instructions:**

1. The Position is purely on Contract basis initially for 1 Year, which may be extended further after satisfactory performance and decision of Competent Authority
2. The eligible and interested persons are required to send the application in the prescribed format for the above said position along with the relevant enclosures to **recruitmentniftem@gmail.com** till 06/10/2026.
3. Mere selection does not entitle to any claim whatsoever regularization against any regular position or any vacancy arising in future in this institute.
4. The application form can be downloaded from the website **http://www.niftem.ac.in**.
5. Applicants are requested to send the copies of all certificates, marksheets, experience, certificate containing the record of date of birth etc along with the prescribed application form.
6. Incomplete application form without photograph, signatures and other documents shall be summarily rejected. NIFTEM, Kundli shall not entertain any correspondence in case of incomplete information and evidence.
7. No correspondence regarding consideration of late applications will be entertained.
8. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed in the advertisement.
9. NIFTEM, Kundli reserves the right to Not to fill up any of the advertised position(s) / modify/ withdraw/ cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.
10. In case of any difficulty in submitting application, please contact at 0130-228-1020.

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| <b>No request for change of position(s) and update of new information in the application form will be entertained after the last date of application.</b> |
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| <b>Only SMS alert/ email shall be sent for calling the shortlisted candidates for interview.</b> |
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